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# Policy Awareness

Gerri R. Edmonds

Avis D. Smith

OCFO - Financial Management

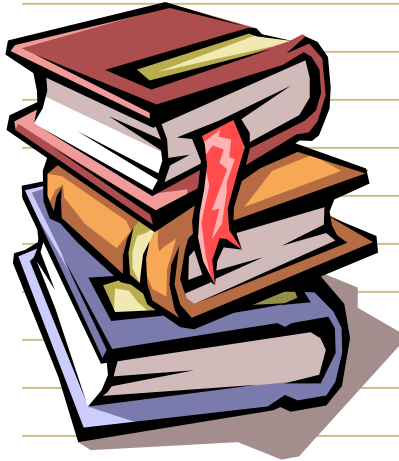
# Presentation

- General Introduction
- Payroll Cycle
- Responsibilities
- Tour Types at LaRC
- Policy Reminders
- Policy Changes
- Overtime and Leave Requests
- Conclusion


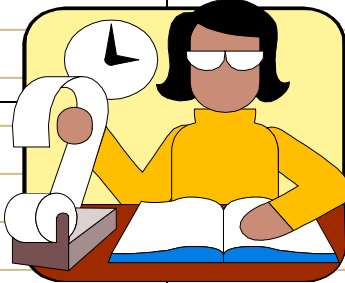


# General Introduction

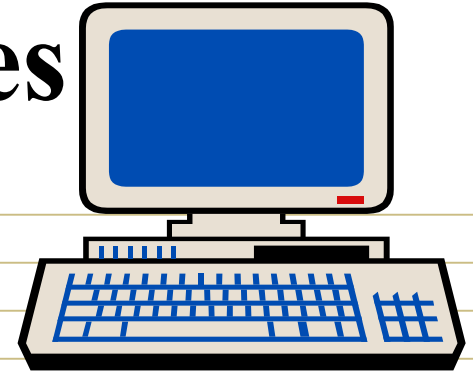
- Payroll is responsible for ensuring that everyone is paid correctly every two weeks.
  - Rules and Regulations:
    - Office of Personnel Management
    - Title 5 – CFR – Administrative Personnel
    - U.S. Comptroller General
    - NASA Headquarters
    - Langley Research Center



# PAYROLL CYCLE

	MON	TUES	WED	THUR	FRI
WEEK 1	Completed timesheets approved by 10 a.m. WebTADS changed to Payroll Lockout mode.	Payroll balances and finalizes employees' pay.  WebTADS changed to Normal mode. Employees may start to enter time for the pay period	Consolidated Payroll Office electronically submits schedule to Treasury.	Leave balances updated for current pay period in WebTADS.	
WEEK 2		Pay Day 	Cutoff for prior pay period adjustments.		

# Responsibilities



- **Employees**

- Enter time and prior pay period adjustments (corrections) against valid and accurate job orders directly into WebTADS
  - See Workforce Accuracy memo (June 28, 2002)
- Submit OT/CT/leave requests
- Inform supervisor of all variations from the normal tour of duty hours
- Provide certified documents for jury duty, military and court leave
- Verify leave balances on the biweekly leave and earnings statement

# Responsibilities



- **Supervisors**

- Inform employees of work schedules, if appropriate.
- Inform employees of changes in workweek or work schedules prior to the beginning of the administrative workweek in which the change occurs.
- Have positive knowledge of employees' presence and absence.
- Assist employees in planning and scheduling annual leave to provide reasonable vacation periods, and to ensure the use of leave employees might otherwise forfeit.
- Determine and inform employees of “cut-off” time for completion of current pay period timesheets.



# Supervisor Responsibilities Continued

- Approve employees' timesheet and prior pay period adjustment.
- Determine that the circumstances of an employee's absence are appropriate for the use of sick leave.
- Approve voluntary shift changes for personal reasons.
- Approve an extended lunch period for physical fitness activities or for other personal reasons.
- Provide valid and accurate job order numbers to the employees.



# Tour Types for LaRC

Standard

Variable Day

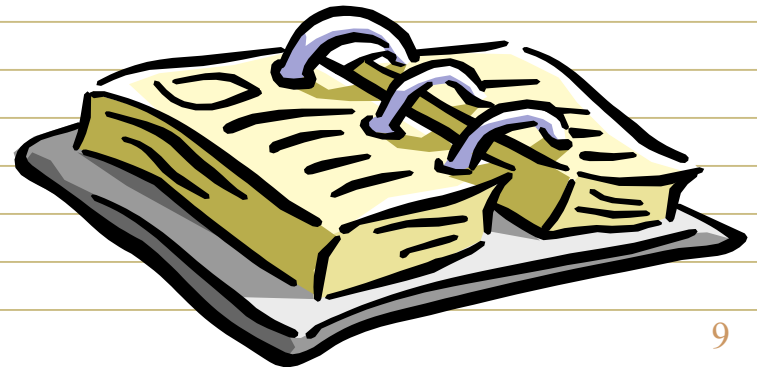
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# Tour Type S: Standard Tour

- Tour of duty is a fixed schedule - Same arrival/departure times each day
- 8 hours per day
- 40 hours per week over 5 equal and consecutive days
- 10 days per pay period
- 8 hours holiday leave
- Up to 8 hours holiday pay
- Overtime/Compensatory Time in excess of 8 hours in a day
- No credit hours



# Tour Type V: Variable Day

- 40 hours per week
- Hours per day may vary
- Center establishes core hours
- Daily variance allowed outside of core hours
- 12 hour flexible “band” varying with shifts
- Centers may allow employees to vary arrival/departure times on a daily basis within the flexible time band
- 8 hours holiday leave
- Up to 8 hours holiday pay
- Overtime/Compensatory time in excess of planned schedule and over 8/40, ordered or approved
- Permits credit hours



# Tour Type V: Variable Day Continued

- Core hours for the Center will be from 9 a.m. to 3 p.m., Monday through Friday, including a one-half hour lunch period.
- Flexible time bands will be from 6 a.m. to 9 a.m. and from 3 p.m. to 6 p.m.
- Center policy requires attendance during core hours, Monday through Friday. A supervisor may approve an employee's request to be absent during core time, but such absence shall be made up by the employee during the administrative workweek in which the absence occurred or by a charge to an appropriate leave category or credit hours. In rare cases, supervisors may waive the core hour requirement if the employee has completed 40 hours of work for the workweek.
- Work performed outside of the flexible time bands (before 6 a.m. or after 6 p.m.) requires supervisory approval.

# Tour Type V: Variable Day Continued

- Credit Hours

(1) Hours of work which are in excess of the 40-hour basic work requirement and which the employee elects to work so as to vary the length of a workday or a workweek.

(2) Credit hours are nonovertime work for which the employee receives no additional pay and are credited to the employee's "account."

(3) Accrual of all credit hours shall be subject to supervisory approval.

(4) Use of credit hours shall be subject to supervisory approval, as with annual leave.

# Tour Type V: Variable Day Continued

(5) For a full-time employee, a maximum of 24 credit hours may be accumulated and carried forward from pay period to pay period. For a part-time employee, one quarter of the biweekly scheduled work hours will be the maximum number of credit hours allowed for accumulation.

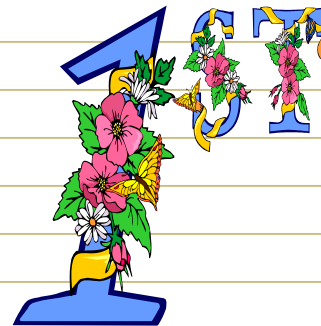
(6) Although subject to supervisory approval, there is no prescribed limit to weekly accrual or utilization rate of credit hours. However, safety regulations may limit the number of hours an employee may spend on a particular task or project.

(7) An employee will be paid for unused credit hours upon resignation, retirement, transfer to another agency or no longer on a variable day schedule.

(8) Senior Executive Service (SES) employees may not earn credit hours.

# First 40 Tour (General)

- Schedule not fixed
- 40 hours over no greater than 6 of 7 consecutive workdays in an administrative workweek
- All hours “regularly scheduled” for night pay and Sunday differential purposes
- Overtime/Compensatory is hours over 40, ordered or approved
- 8 hours holiday leave
- Up to 8 hours holiday pay
- No credit hours



# First 40 Tour I

- Exempt: Hourly Rate Exceeds GS 10/10 or Hourly Rate Exceeds GS 10/1 But Not Greater than GS 10/10 or Engaged in Professional or Technical Scientific or Engineering Activities
  - First 40 hours counted toward standard weekly hours



Overtime and compensatory time may be charged only after first 40 standard hours worked.



# First 40 Tour X

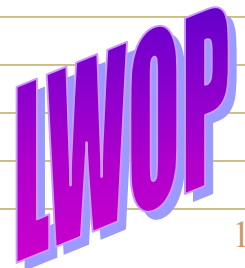
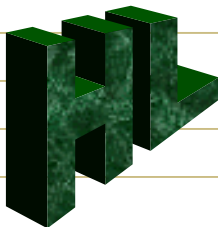
- Non-Exempt or Exempt With Hourly Rate Less than or Equal to GS 10/1 and Not in OPM Professional/Technical Series
- Overtime
  - Payable in excess of 8/day or 40/week (ordered or approved)
  - Ordered or approved overtime counts into first 40 hours worked
  - Suffered/permitted overtime counted into first 40 hours and paid at regular rate
  - For non-exempt employees, suffered and permitted hours over 40 is paid as overtime



# Policy Reminders

- **1. Holiday Leave**

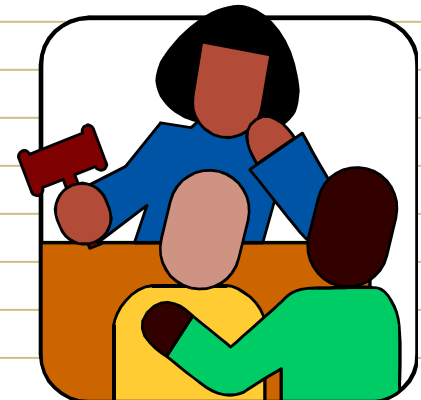
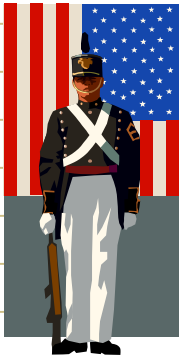
- Holidays are not pre-populated. Full time employees enter 8 hours. Part time employees scheduled to work on a holiday enter scheduled hours.
- LWOP - An employee in a nonpay status for the workdays immediately before and after a holiday may not receive compensation for a holiday. You must be in a pay status 1 hour before or after a holiday in order to be compensated for a holiday.



# Policy Reminders Continued

## • 2. Court Leave and Jury Duty

- When an employee is summoned for court leave or jury duty, **a copy of the summons AND a statement from the Clerk of the Court is required** to certify employee's absence from work. Upon completion of the duty, Payroll must be furnished a copy of the certification. Failure to submit such certification may require charging annual leave or leave without pay, as appropriate, instead of court or jury leave.



## • 3. Military Leave

- **Military orders are required BEFORE posting military leave to WebTADS.** Upon completion of the leave, Payroll must be furnished certification by appropriate military authority that the active duty was performed. Failure to submit such certification may require charging annual leave or leave without pay, as appropriate, instead of military leave.

# Policy Reminders Continued

- **4. Training Classes**

- Employees will receive up to 8 hours in a day for training classes Monday through Friday. Training hours cannot exceed the 40 hour workweek. Overtime, compensatory time and credit hours cannot be earned during training classes.

- **5. Call-back Overtime**

- An employee who is called back to work or required to work on a day no regular work was scheduled, must be credited with at least 2 hours of overtime.



# Policy Changes

- **1. Volunteer Time**

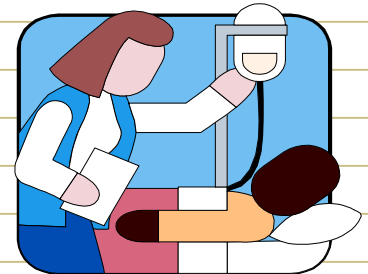
- **ELIMINATED** - Agency policy does not require or expect the capture of volunteer time.

- **2. Graduate Study**

- Graduate leave will be posted as regular hours against job order number AS7934.

- **3. Administrative Leave**

- Administrative leave will be posted as excused leave.



- **4. Family Medical Leave Act (FMLA) and Family Friendly Leave Act (FFLA)**

- Tracking the usage of these leave acts have been mandated by the Office of Personnel Management (OPM). Langley Form 54 should be used to invoke FMLA. Langley Form 385 should be used to track an employee's use of FMLA and FFLA leave.

- **5. Donated Leave**

- Donated leave will be posted using special hour types.

# Overtime and Leave Requests

- An employee will request approval to use leave by e-mail and the supervisor will approve or disapprove the request by e-mail within 48 hours (or 2 workdays). If the supervisor does not respond within 48 hours, the leave request will be considered approved. The use of SF-71 is no longer required. Existing regulations will continue to allow for verbal (call in) requests for emergency annual or sick leave.
- Overtime and compensatory time will continue to require a supervisor's advance approval. Documentation of approval using e-mail is sufficient.
- In the future, leave and overtime requests/approvals will be processed within WebTADS. The system will be able to archive all the request/approval data internally and provide a history for audit purposes. Until the capability is operational, documentation in the form of an e-mail will serve as a substitute. The current NASA records policies will remain in effect. E-mails regarding leave requests should be saved by employees until the end of the following pay period in which the leave is used. E-mails concerning overtime and compensatory time need to be retained by approving officials until audit by the General Accounting Office or when six years old, whichever is sooner. The Agency is working to develop a streamlined process for retention of e-mail records and possible reduction of the retention period.
- LAPD 3630.3, Attendance and Leave, is being revised accordingly.

# Conclusion

- Comments
- Questions and Answers

